



# Marymount Primary School

336 Tai Hang Road, Happy Valley, Hong Kong

Tel: (852) 2572 8728

Fax: (852) 2572 4131

Website: [www.mps.edu.hk](http://www.mps.edu.hk)

12 September 2023

Dear Parents/Applicants,

## Primary One Admission (POA) 2024 - 2025 Discretionary Places Admission Stage 小一自行分配學位

Marymount Primary School is an aided Primary School. In line with the procedures for processing discretionary places suggested by the Education Bureau (EDB) and currently adopted by schools in Net No. 12, Hong Kong Island, the following outlines our way of handling applicants for Primary One Admission (POA) in September 2023, Discretionary Places Admission Stage:

### 1. Submission of Application Forms

Parents who intend to apply for a discretionary place in our school may submit applications through one of the following methods:

#### **Method A**

Parents may submit the applications via POA e-platform (ePOA) from **21 to 29 September 2023** (till 11:59 p.m.). Parents are required to upload the copies of the supporting documents to the ePOA.

#### **Method B**

Parents may submit the completed Application Form (Hard Copy) with photocopies of the supporting documents to our school in person from **25 to 29 September 2023**.

### 2. Handling of Applicants with Equal Scores

Education Bureau (EDB) will draw lots for us. Results will be released on **20 November 2023 (Monday)** and will be posted on the Glass Door at our school entrance and uploaded to our website [www.mps.edu.hk](http://www.mps.edu.hk). Parents will be notified via ePOA from 10:00 a.m. on that day as well.

### 3. Meeting with Parents/Applicants and Applicant's Portfolio

According to guidelines stated in the EDB Leaflet---***Primary One Admission for September 2023***, "*Schools must not conduct tests or interviews on the applicant children's acquired curriculum knowledge.*" in the Discretionary Places Admission Stage. Our school, therefore, will **NOT** meet with parents/applicants and will **NOT** accept any form of portfolio.

For enquiries, please call our School Executive Officer, Ms. Maxine Lee at 2572 8728. Thank you for showing interest in Marymount Primary School. God bless.

Yours sincerely,

Brenda Lo (Ms.)  
Principal

**REMARK:** Please note that parents should NOT submit duplicate applications via ePOA and in paper form for the same child and parents are allowed to apply for a discretionary place of only ONE government or aided primary school in any POA School Net for each applicant child. Irrespective of whether the application is submitted via ePOA or in paper form, if more than one application is submitted, the applications for discretionary place will be rendered void.

# PRIMARY ONE ADMISSION (POA) 2024-2025

“Discretionary Places Admission” Stage 小一自行分配學位

## Submission of Completed Application Forms

25-29 September 2023

9:00 a.m. – 11:30 a.m. & 2:00 p.m. – 3:30 p.m.

Marymount Primary School (School Office)




Please bring the following documents:

1. The completed Application Form (three in one) OR the completed downloaded version (only one copy is needed)  
For the downloaded version, the P.1 application no. (top left corner) is not needed to be filled in  
已填妥的「小一入學申請表」(一式三份)或網上下載版本(只需填寫一份)  
如家長採用網上下載申請表版本,請勿填寫左上角的「小一入學申請編號」
2. Applicant's Hong Kong Birth Certificate (original & photocopy)  
出生證明文件(正本及副本)  
If "Status of permanent resident of the Hong Kong Special Administrative Region" in the last column of the Birth Certificate is "not established" or non-holder of Hong Kong Birth Certificate, the original and photocopy of travel document (s) (e.g. passport, overseas birth certificate) needs to be provided
3. HKID card/Passport/other proofs of identity of Applicant's parent/guardian (original & photocopy)  
If parent/guardian authorizes another party to submit the completed application form, the authorized person should provide the photocopy of the parent's/guardian's proof of identity  
家長或監護人身份證(正本及副本)  
代報名者需遞交家長或監護人身份證副本
4. Proof of residential address (within the last three months) (original & photocopy)  
e.g. utility bills (water/electricity/gas/residential telephone)  
最近三個月的居住地址的證明文件(正本及副本)例如:水、電、煤等收據單據或差餉單
5. Having a sister who is currently MPS student: 姊姊現時在本校就讀:  
-- Sister's Student Handbook (2023-2024) with student photo (original & photocopy)  
姊姊本年度手冊(有學生相)(正本及副本)  
-- Sister's Hong Kong Birth Certificate (original & photocopy) 姊姊出生證明文件(正本及副本)
6. Having a sister who is MPS graduate: 姊姊在本校畢業:  
-- Sister's Certificate of Graduation (original & photocopy) 姊姊畢業證書(正本及副本)  
-- Sister's Hong Kong Birth Certificate (original & photocopy) 姊姊出生證明文件(正本及副本)
7. Having a parent who is MPS graduate: 家長在本校畢業:  
-- Parent's Certificate of Graduation (original & photocopy) 家長畢業證書(正本及副本)
8. Catholic Student: 天主教徒:  
-- Certificate of Baptism (original & photocopy) 領洗紙(正本及副本)

## Submission via ePOA

**21-29 September 2023**

If parents wish to use the above electronic services, they have to register their ePOA accounts via the “iAM Smart” mobile app. Parents who have bound their accounts to “iAM Smart+” can submit primary one applications and check results of the allocation of discretionary places and central allocation via ePOA.

		
Application Procedures for ePOA	iAM Smart	Get access to ePOA through EDB website

Please refer to EDB POA Leaflet 2024 for more information  
<https://shorturl.at/uDGO9>

**Late or incomplete submission will not be taken into consideration**